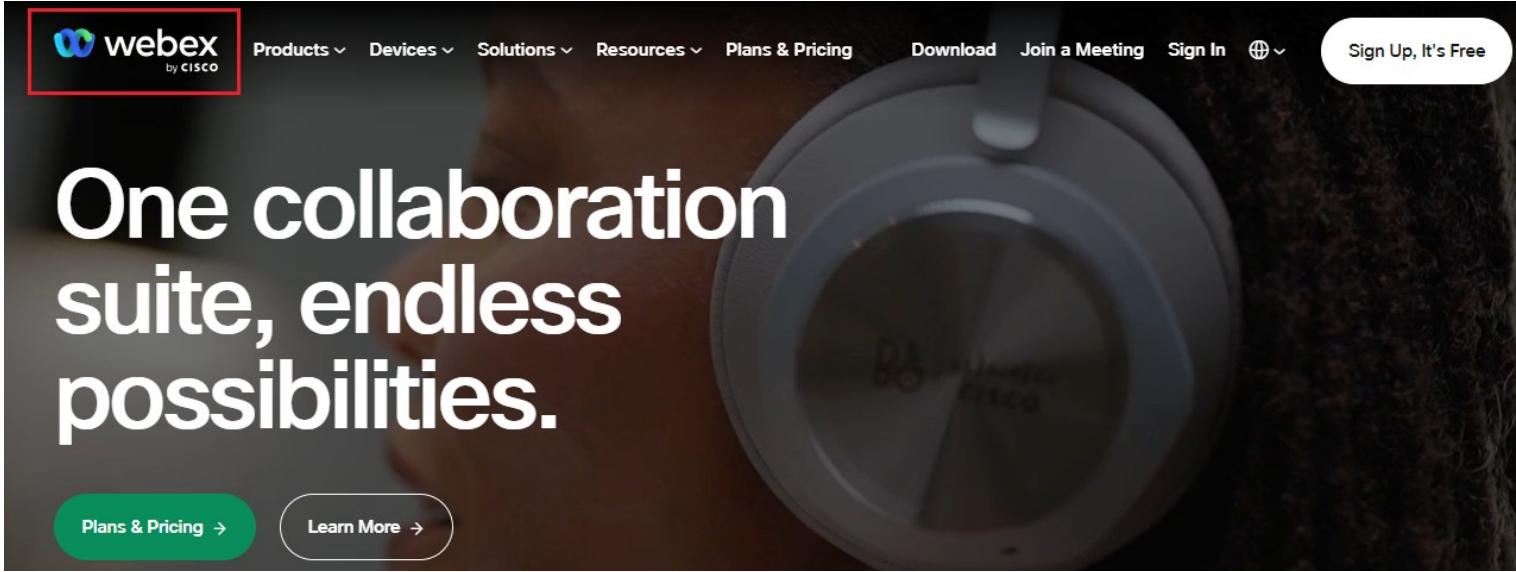


Exhibit 4

Method Claim: 1

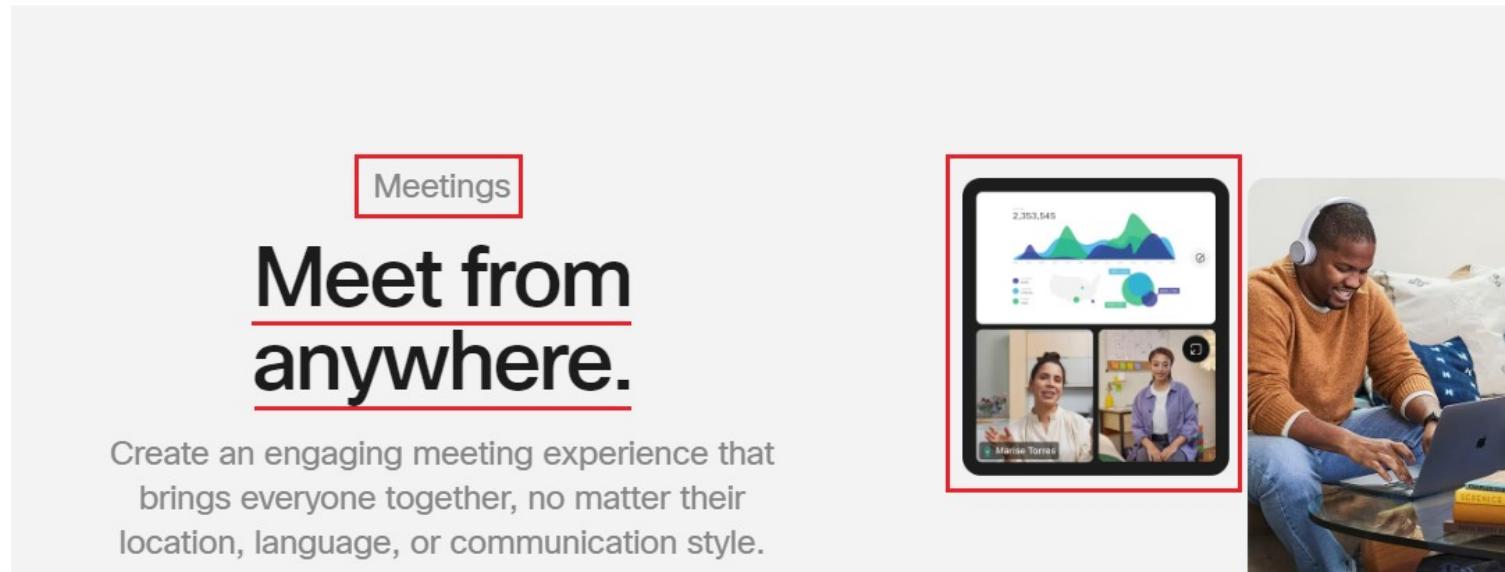
US11290428	Cisco Webex ("The accused instrumentality")
<p>1. A method of simplifying electronic communications between a plurality of selected users, each selected user having at least one electronic identifier, comprising:</p>	<p>The accused instrumentality practices a method of simplifying electronic communications (e.g., an audio, video communication) between a plurality of selected users (e.g., organization contacts, invited participants, etc.), each selected user (e.g., an invited participant) having at least one electronic identifier (e.g., an e-mail address).</p> <p>As shown below, Cisco Webex allows multiple users to join a virtual meeting. An organizer schedules a meeting for a predetermined time and invites participants by adding their e-mail addresses.</p>  <p>https://www.webex.com/</p>

	Calling	Meetings	Events	Webinars	Polling
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Meet from anywhere.

Create an engaging meeting experience that brings everyone together, no matter their location, language, or communication style.

<https://www.webex.com/>



Webex Meetings

Where common ground is found.

When everyone has an equitable experience, your meeting platform isn't just helping collaboration—it's driving better business results.

Plans & Pricing →

See How it Works 

<https://www.webex.com/suite/meetings.html>



Manage organization contacts in Control Hub

You can now create and modify organization contacts using Control Hub. All users can search for and view these contacts in the Webex app. Manage (add, delete, modify, or view) contacts in your organization using a CSV file. You can download the CSV template from Control Hub and add organization contacts. You can also download the existing CSV file and use it to update existing organization contacts. You can only update or delete organization contacts that were created in Control Hub originally. Currently, Control Hub supports up to 200,000 contacts per organization.

<https://help.webex.com/en-us/article/hkgw56/Manage-organization-contacts-in-Control-Hub>

View contacts in Control Hub

- 1** Sign in to <https://admin.webex.com/> and select **Users**.
- 2** Click **Contacts**.
- 3** You can use one of the following filters to select the source of the contacts:

- **Control Hub**: View the contact details such as phone number, Email, SIP URI, and address. You can also view the source of the contact and edit or delete the contact.

<https://help.webex.com/en-us/article/hkgw56/Manage-organization-contacts-in-Control-Hub>

You can view the list of all users in your organization, including users of other services.

webex Control Hub

Troubleshooting Reports

MANAGEMENT

- Users** (selected)
- Workspaces
- Devices
- Apps
- Account
- Organization Settings

SERVICES

- Updates & Migrations
- Messaging

Send activation emails to users. They still need to set up their accounts.

Users

Users Groups Licenses Contacts

Search by name or email Filter 2 users

Add external administrator

First / Last name	Email	Status	Admin roles
CCAI1 INTGUS1	intgus-ccai1-cmsv2@mailinator.com	Active	Full admin
nj-usr1-tst1 nj-usr1-tst1	nj-usr1-tst1@mailinator.com	Not Verified	

<https://help.webex.com/en-us/article/n5jdj19/Webex-Contact-Center-administrator-roles-and-privileges>

Scheduling

From the desktop app

- 1 Sign in to your account.
- 2 Select **Schedule** to go to the Schedule a Meeting page.
- 3 Select a meeting template.
- 4 Enter the meeting information and invite attendees by email by email address.
- 5 Click **Schedule**.

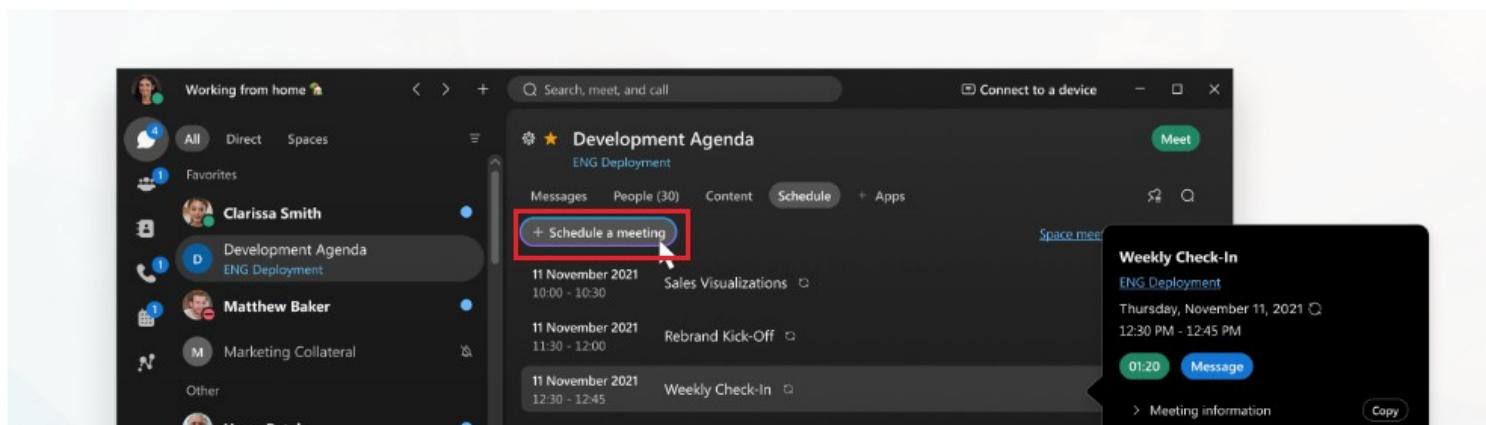
Use Webex Productivity Tools to make scheduling easier

<https://www.webex.com/essentials/meetings.html>

The screenshot shows the Cisco Webex Meetings desktop application interface. At the top, there's a green header bar with the title 'Scheduling'. Below it, a section titled 'From the desktop app' contains five numbered steps. Step 2, 'Select Schedule to go to the Schedule a Meeting page.', has its 'Schedule' button highlighted with a red box. Step 4, 'Enter the meeting information and invite attendees by email by email address.', has its 'Schedule' button highlighted with a red box. In the center, a 'Join a Meeting' window is open, showing a meeting for 'Barbara' at 'http://go.webex.com/meet/barbara'. To the right, a larger window titled 'Feature Planning Meeting' (10:00 AM - 11:00 AM) is displayed, showing a video feed and the meeting ID 'SHN7-17-APRS'. A 'Meetings' sidebar on the left lists a meeting for 'Friday, July 24' at '10:00 AM Weekly Sync Up Meeting' with 'Olga Vaughn'.

Webex App | Schedule a meeting from a space

Schedule a meeting with everyone in your space at a specified date and time, whether it's a space with one or more people. Send calendar invites to everyone in the space to tell them about the meeting and how to join. You can also make sure that your meetings are end-to-end encrypted.



<https://help.webex.com/en-us/article/nu5w9x3/Webex-App-%7C-Schedule-a-meeting-from-a-space>

The screenshot displays the Webex App interface. On the left, there's a sidebar with icons for messaging, calls, and meetings. The main area shows a calendar view for Wednesday, March 15, 2023. A large circular callout highlights the "Schedule a meeting" button, which is also highlighted with a red box. Below the calendar, another red box highlights the "Schedule A Meeting" option in a dropdown menu on a mobile device screen.

<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

1 Go to **Meetings** .

2 Click **Schedule a meeting**  , and then enter your meeting info:

 If you don't see **Schedule a meeting**, your account isn't set up to host meetings. You can [schedule a meeting from a space](#) instead.

- Edit the meeting topic.
- Choose a **Start** and **End** date and time.
- Check **Recurrence** and choose the meeting frequency.
- Select a **Meeting link**, choose from:
 - Generate a one-time meeting link
 - Use my Personal Room link
- Enter a description to include in the email invitation if your administrator has [set up your account with Cisco Webex Hybrid Calendar Service](#).

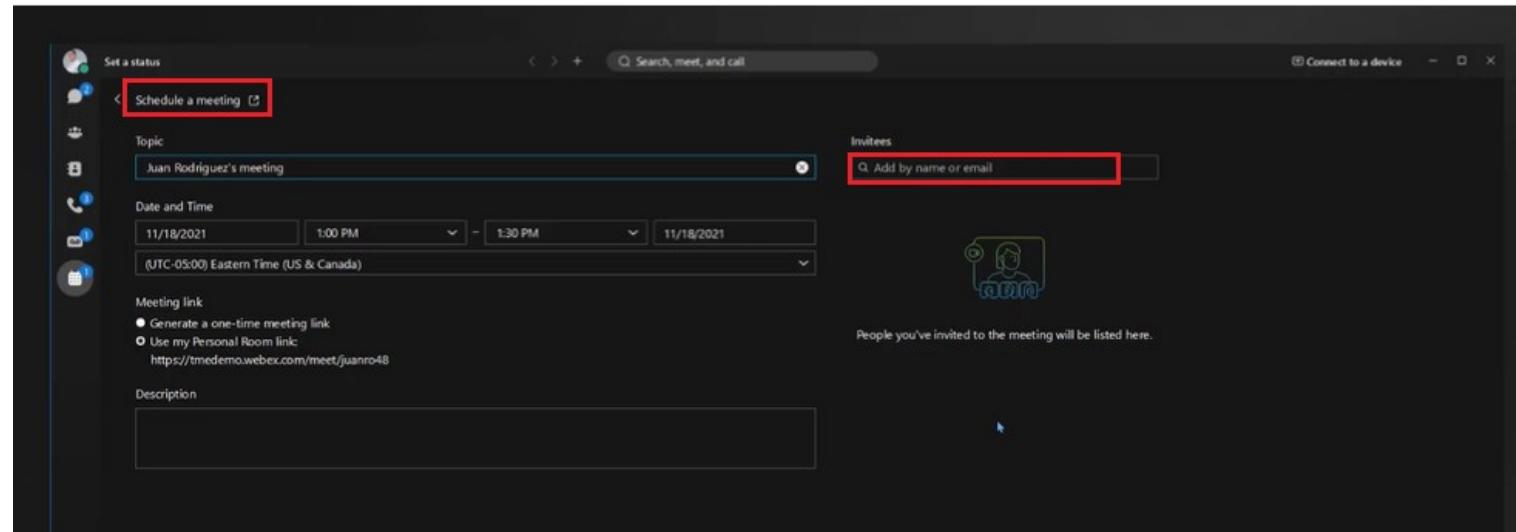
<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

3 Add Invtees, enter names or email addresses.

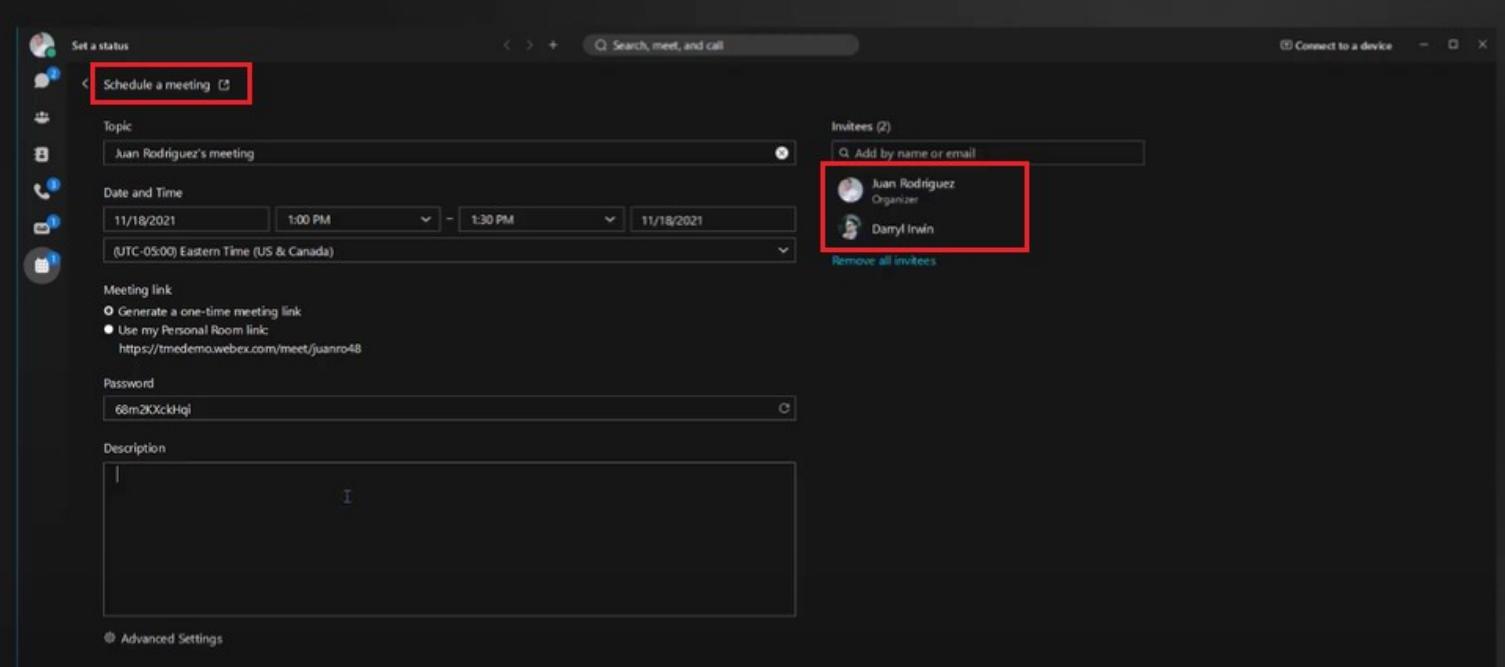
When your account is set up with Hybrid Calendar , you see icons beside each person's name to show their availability.

- Available 
- Unavailable 
- Unknown availability 

<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>



<https://www.youtube.com/watch?v=PFn8DNQbzml>

	 <p>https://www.youtube.com/watch?v=PFn8DNObzml</p>
selecting a plurality of users for simultaneous contact at a predetermined time from a provided or determined identifier of each selected user;	<p>The accused instrumentality practices selecting a plurality of users (e.g., organization contacts, invited participants, etc.) for simultaneous contact at a predetermined time (e.g., a scheduled time for meeting) from a provided or determined identifier of each selected user (e.g., an e-mail address of an invited participant).</p> <p>As shown below, Cisco Webex allows multiple users to join a virtual meeting. An organizer schedules a meeting for a predetermined time and invites participants by adding their e-mail addresses.</p>

1 Go to **Meetings** .

2 Click **Schedule a meeting**  , and then enter your meeting info:

 If you don't see **Schedule a meeting**, your account isn't set up to host meetings. You can [schedule a meeting from a space](#) instead.

- Edit the meeting topic.
- Choose a **Start** and **End** date and time.
- Check **Recurrence** and choose the meeting frequency.
- Select a **Meeting link**, choose from:
 - Generate a one-time meeting link
 - Use my Personal Room link
- Enter a description to include in the email invitation if your administrator has [set up your account with Cisco Webex Hybrid Calendar Service](#).

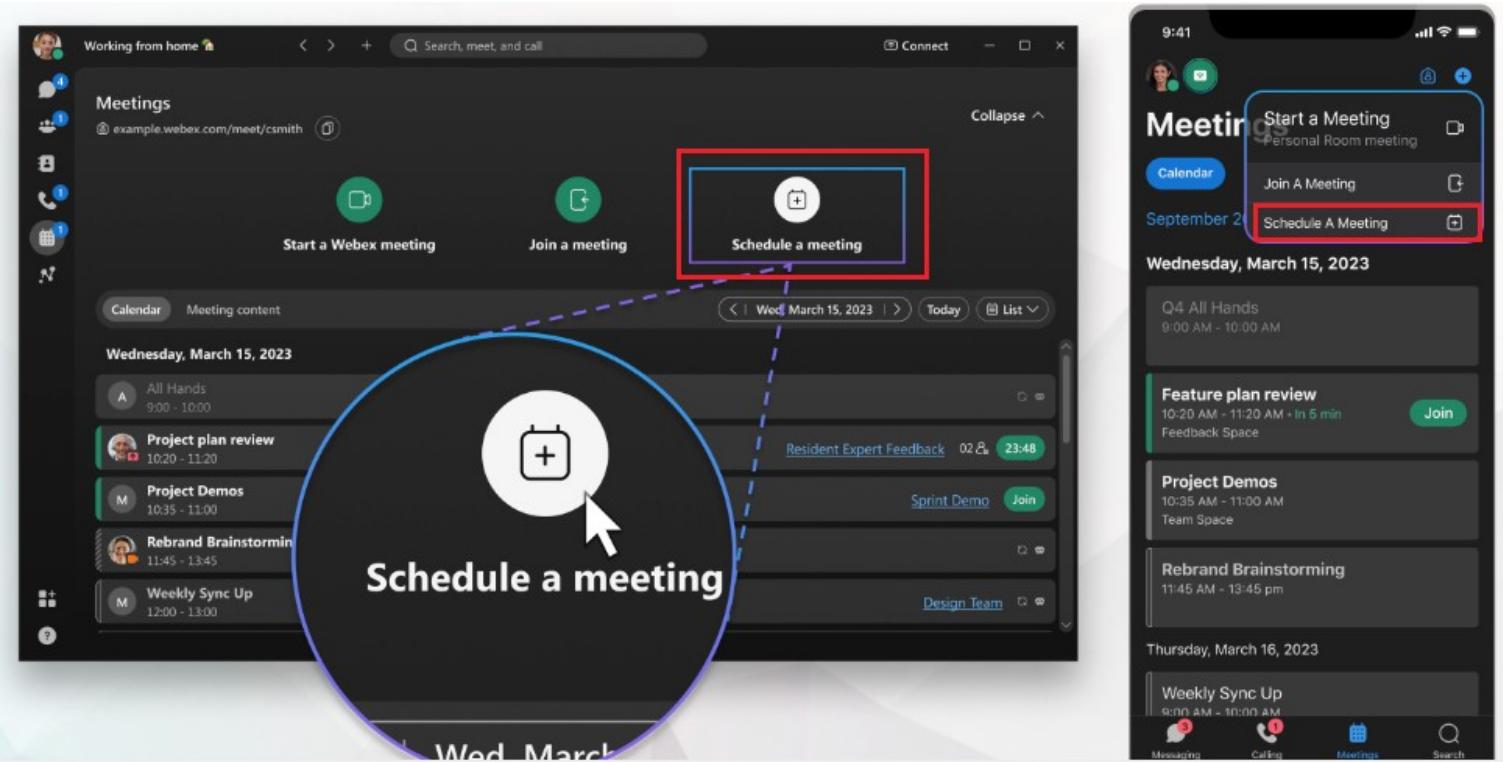
<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

3 **Add Invitees**, enter names or email addresses.

When your account is set up with Hybrid Calendar , you see icons beside each person's name to show their availability.

- Available 
- Unavailable 
- Unknown availability 

<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>



<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

As shown below, an organizer schedules a meeting on 18th Nov at 1:00 pm (a predetermined time) and invites participants by sending an invitation e-mail.

The screenshot shows a meeting scheduling interface with the following details:

- Title:** Juan Rodriguez's meeting
- Date and Time:** 11/18/2021, 1:00 PM - 1:30 PM (UTC-05:00) Eastern Time (US & Canada)
- Meeting Link:** Use my Personal Room link: <https://tmedemo.webex.com/meet/juanro48>
- Invitees:** Juan Rodriguez (Organizer) and Darryl Irwin
- Description:** (empty)

Annotations on the interface:

- A red box highlights the "Schedule a meeting" button.
- A red box highlights the date and time selection area, labeled "a predetermined time".
- A red box highlights the list of invitees, labeled "selecting a plurality of users".

<https://www.youtube.com/watch?v=PFn8DNQbzml>

Once you schedule your meeting, the people you invited get an email sent to them automatically to let them know. If you edit the invite or cancel it, a new email is sent to everyone invited so they stay up to date.

- 1 Sign in to [Webex](#), click **Meetings** > **Schedule**.

 If you've saved [meeting templates](#) before, you can select one from the **Meeting templates** drop-down list.

- 2 Select a **Meeting type** from the drop-down list, if your account has more than one associated with it. Meeting types are the default or customized sets of meeting features available for your organization.
- 3 Enter a name for the meeting in **Meeting topic**, add or change the **password**, if necessary, and select the **Date and time** for your meeting.
- 4 You can set the meeting to repeat by checking the **Recurrence** check box. You can schedule your meeting to happen daily, biweekly, monthly, and more.
- 5 In the **Attendees** section, enter the email address of the people you're inviting. The **Attendees** field suggests people who you've invited before, existing accounts on your Cisco Webex organization, and contacts in your address book. If the person has a host account in your organization, you can make them an alternate host by clicking  next to their name.

https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb

	<p>Schedule a Meeting</p> <p>Meeting type: Webex Meetings Pro meeting</p> <p>* Meeting topic: My Webex Meeting</p> <p>* Meeting password: jmAHJC4nf36</p> <p>Date and time: Monday, Nov 23, 2020 10:55 am Duration: 1 hour (UTC-08:00) Pacific Time (US & Canada)</p> <p><input type="checkbox"/> Recurrence</p> <p>Attendees: Separate email addresses with a comma or semicolon</p> <p>Show advanced options</p> <p>https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb</p>
collating respective identifier of all selected users;	a The accused instrumentality practices collating a respective identifier of all selected users (e.g., an e-mail addresses of invited participants). As shown below, Cisco Webex allows multiple users to join a virtual meeting. An organizer schedules a meeting for a predetermined time and invites participants by adding their e-mail addresses. Webex collates identifiers of selected participants as per the scheduled meeting.

Schedule a meeting

Topic
Marketing Team Discussion and Planning

Date and time
06/07/23 12:00 PM - 12:30 PM 06/07/23
(UTC+00:00 Dublin, Edinburgh, Lisbon, London)

Recurrence

Description

Advanced settings

Cancel **Schedule** [Save as template](#)

Invitees (4)

- Isabelle Brennan Organizer
- Emily Nakagawa
- David Owen
- Matthew Baker

[Remove all invitees](#)

Wed, June 7, 2023

9 AM All Hands Austen Jones

10 AM Multiple Meetings(2)

12 PM ✓ You are available

1 PM Discussion on upcoming...

2 PM Rebrand Brainstorming Emily Nakagawa

3 PM

4 PM

<https://help.webex.com/en-us/article/xm3o0v/Schedule-a-meeting-from-User-Hub>

Select co-host from invitees	Yes	Yes	Yes	Yes
			<p>Webex identifies invitees by their email address. Only invitees with an email address that matches both their Microsoft account and Webex account can be set as a cohost.</p>	<p>Webex identifies invitees by their email address. Only invitees with an email address that matches both their Microsoft account and Webex account can be set as a cohost.</p>

<https://help.webex.com/en-us/article/0v1jpm/Webex-Scheduler-for-Microsoft-Office-feature->

comparison

Once you schedule your meeting, the people you invited get an email sent to them automatically to let them know. If you edit the invite or cancel it, a new email is sent to everyone invited so they stay up to date.

- 1 Sign in to [Webex](#), click **Meetings > Schedule**.

 If you've saved [meeting templates](#) before, you can select one from the **Meeting templates** drop-down list.

- 2 Select a **Meeting type** from the drop-down list, if your account has more than one associated with it. Meeting types are the default or customized sets of meeting features available for your organization.
- 3 Enter a name for the meeting in **Meeting topic**, add or change the **password**, if necessary, and select the **Date and time** for your meeting.
- 4 You can set the meeting to repeat by checking the **Recurrence** check box. You can schedule your meeting to happen daily, biweekly, monthly, and more.
- 5 In the Attendees section, enter the email address of the people you're inviting. The **Attendees** field suggests people who you've invited before, existing accounts on your Cisco Webex organization, and contacts in your address book. If the person has a host account in your organization, you can make them an alternate host by clicking  next to their name.

https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb

	<p>Schedule a Meeting</p> <p>Meeting type: Webex Meetings Pro meeting</p> <p>* Meeting topic: My Webex Meeting</p> <p>* Meeting password: jmAHJC4nf36</p> <p>Date and time: Monday, Nov 23, 2020 10:55 am Duration: 1 hour (UTC-08:00) Pacific Time (US & Canada)</p> <p><input type="checkbox"/> Recurrence</p> <p>Attendees: Separate email addresses with a comma or semicolon</p> <p>Show advanced options</p> <p>https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb</p>
forming a conferencing bridge where the identifier of each selected user is on said bridge at the predetermined time in advance of contacting selected users without any	<p>The accused instrumentality practices forming a conferencing bridge (e.g., a virtual meeting room) where the identifier of each selected user (e.g., an e-mail address of an invited participant) is on said bridge (e.g., a virtual meeting room) at the predetermined time (e.g., a scheduled time for a meeting) in advance of contacting selected users (e.g., organization contacts, invited participants, etc.) without any action by said selected users (e.g., organization contacts, invited participants, etc.).</p> <p>As shown below, an organizer schedules a meeting and invites participants by adding their e-mail address. It sends an invitation mail to the invited participants, that includes information about the virtual meeting room, start time, topic, etc. A participant can click on the invitation e-mail link to join the scheduled meeting. It also allows the organizers to view who's accepted, declined or responded as tentative to the meeting invite.</p>

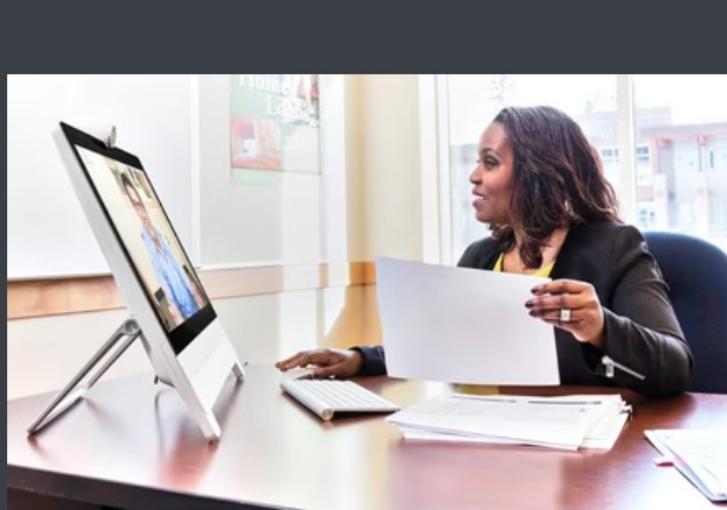
action by said selected users;

IP phone with ad hoc conferencing

Step 1: The organizer sets up the conference bridge

A conference bridge is basically a server that can answer, merge, and manage multiple calls as needed. Before any conference call can be conducted, a bridge must be in place so that two or more participants may dial in to the same number or join the same URL. Bridges may be internally hosted or instead entrusted to an outside hosting provider.

<https://www.webex.com/what-is-a-conference-call.html>



Step 2: The organizer calls the participants

In this example, the organizer will use their IP phone to add different numbers to the main conference call. On a device like the Cisco IP Phone 8800 Series, this can be done using the Conference button. An alternative is to use the Star Code feature to create a conference bridge URL and then add calls to that virtual room, [as explained here](#).

Step 3: The conference call begins

During the call itself, participants can speak and use various features such as the mute button, which turns off their audio to eliminate background noise and echo while still allowing them to listen. Hold music may be played before everyone has joined, or if the call is temporarily paused. The organizer can end the call when desired, and callers may drop off at any moment.

<https://www.webex.com/what-is-a-conference-call.html>



<https://www.webex.com/what-is-a-conference-call.html>

In addition to a common dial-in number (usually provided via email or calendar invite), the conference call organizer may also supply a bridge URL. This link can connect callers to web conferencing services, through which they may use computer audio and possibly access other types of media and collaboration tools, including screen shares, video chats, and instant messaging platforms.

As long as a conference bridge URL is provided, invitees can participate using their phones, PCs, Macs, or tablets, in addition to other options like IP phones or standards-based video conferencing systems. Conference calls have steadily evolved to keep up with technological trends, and it's now common for invites to include a link or button so that the conference can be joined without a conventional dial-in.

<https://www.webex.com/what-is-a-conference-call.html>

- 3 To book a meeting room, go to **Rooms** and enter the name or location of a meeting room. You see icons next to room names to show their availability. Click on a room name to add it to the meeting invite.

 Only meeting rooms listed in your organization's directory are displayed.

- 4 Click **Schedule**.

The meeting is added to your calendar. An email invitation is sent to everyone invited to the meeting.

https://help.webex.com/en-us/article/nu5w9x3/Webex-App-%7C-Schedule-a-meeting-from-a-space#Cisco_Task_in_List_GUI.dita_6dbe0773-df5c-4415-bc74-8ef3235d93f6

The screenshot shows the Microsoft Teams 'Schedule a meeting' dialog box. The 'Topic' field contains 'Juan Rodriguez's meeting'. The 'Date and Time' section shows a meeting from 11/18/2021 at 1:00 PM to 1:30 PM. The 'Meeting link' section has the 'Use my Personal Room link' option selected, displaying the URL <https://tmedemo.webex.com/meet/juanro48>. The 'Invites (2)' section lists 'Juan Rodriguez' (Organizer) and 'Daryl Irwin', both of whom are highlighted with a red box. A 'Remove all invitees' link is also visible. The 'Description' field contains 'followup about friday'. At the bottom left, there is an 'Advanced Settings' link. Below the dialog box, the URL <https://www.youtube.com/watch?v=PFn8DNQbzml> is displayed.

5 For a one-time meeting link, click **Advanced Settings** and choose from the available options:

- Meeting type
- Security
- Audio connection
- Scheduling options

6 Click **Schedule**.

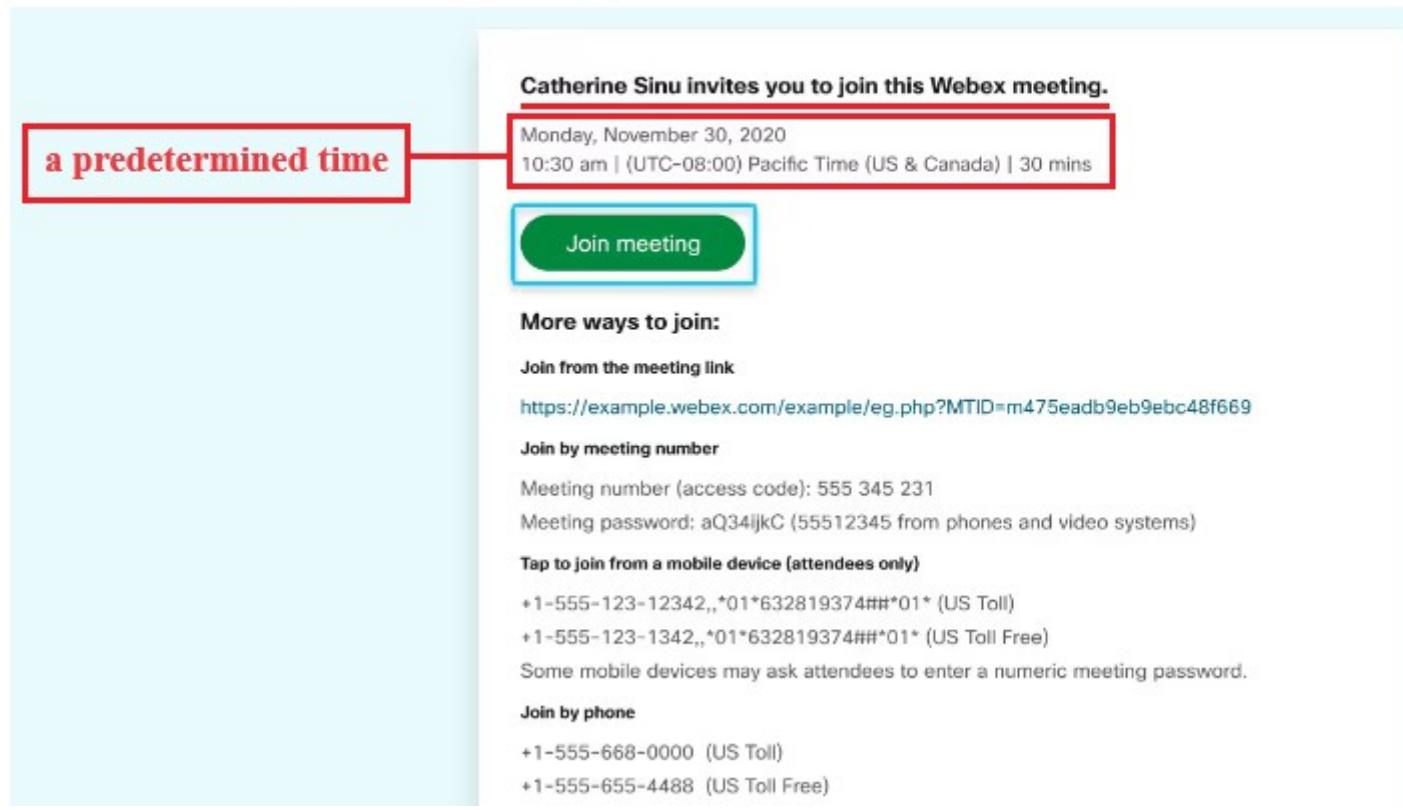
The meeting is created and added to your calendar. An email invitation is sent to everyone invited to the meeting.

If you need to make changes, you can [update the meeting details](#) or [cancel the meeting](#).

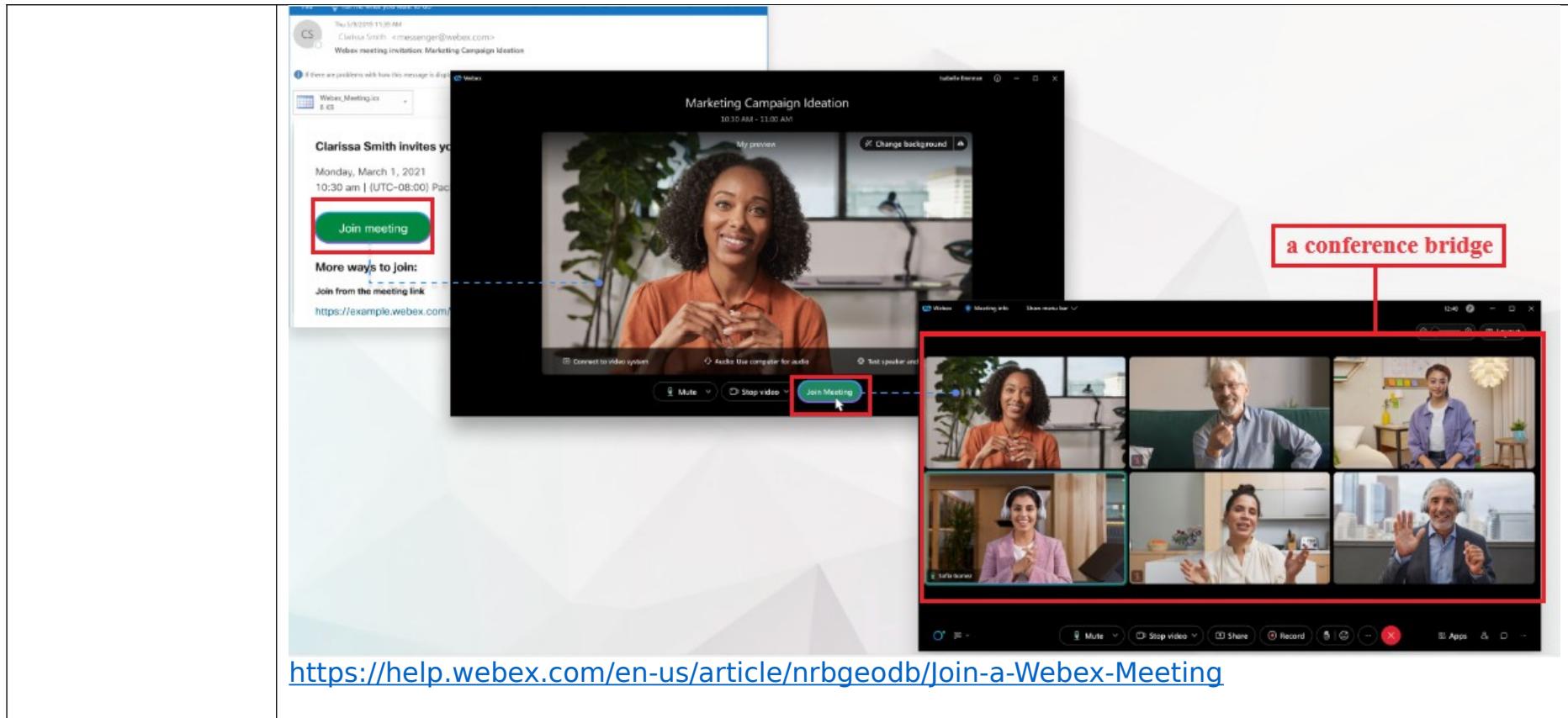
<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

1

Open your email invite, and click **Join meeting**. If you don't have a meeting invite, [contact your meeting host](#).



<https://help.webex.com/en-us/article/nrbgeodb/Join-a-Webex-Meeting>



Customize Webex Events (Classic) Email Invitations

You can customize the email invitation that is sent out to the people you invite in Webex Events (classic).

Customize the email that you send out for a specific event or for future events.

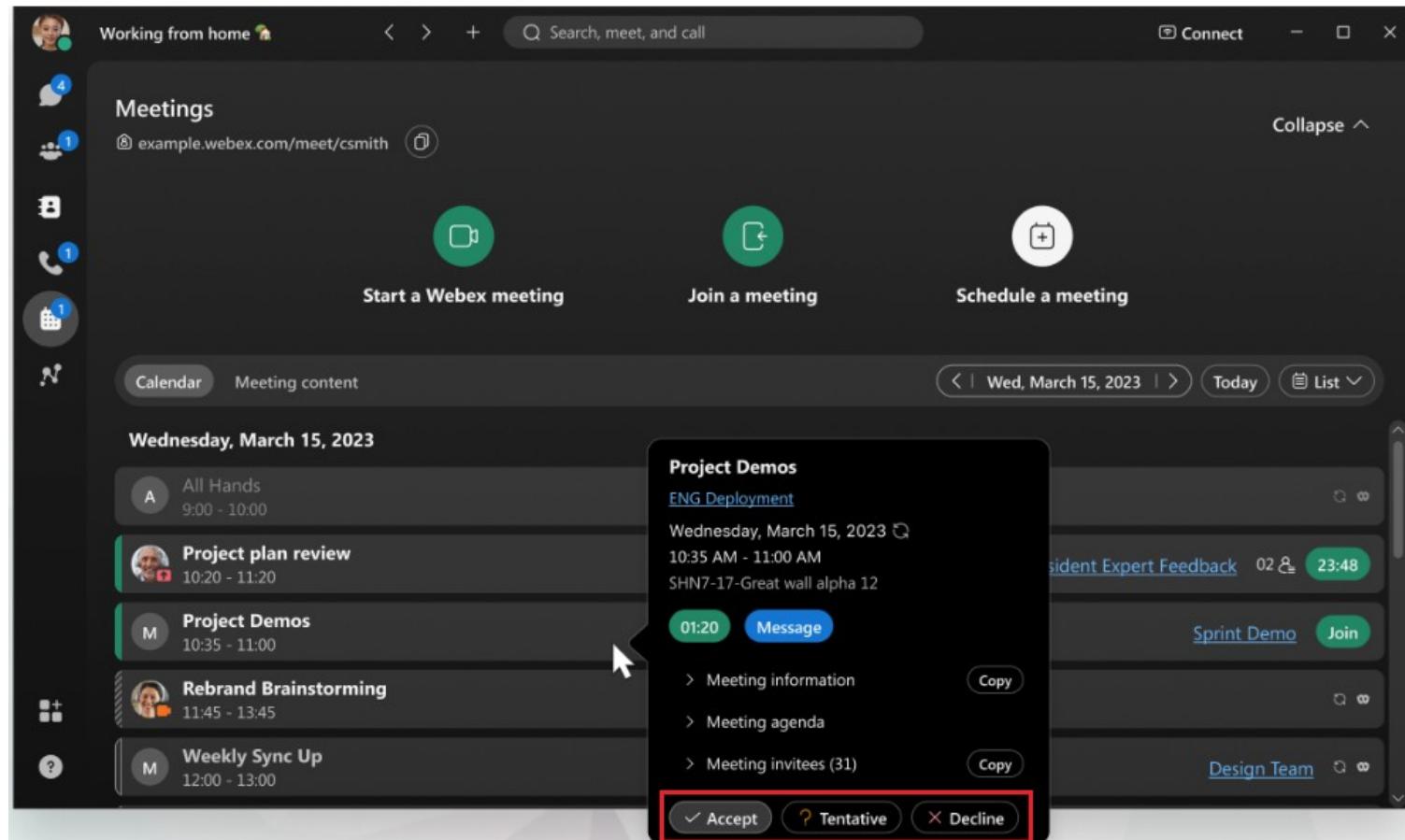
Email Message Customization

Specific Event

When you are scheduling or editing an event, you can customize an email message template for the specific event by editing, rearranging, or deleting the content and variables—code text that Webex Events (classic) uses to substitute for your specific user or event information.

[https://help.webex.com/en-us/article/negl5k/Customize-Webex-Events-\(Classic\)-Email-Invitations](https://help.webex.com/en-us/article/negl5k/Customize-Webex-Events-(Classic)-Email-Invitations)

- 2 Select a meeting to view the meeting information, such as the date, time, recurrence, location, organizer or host, meeting link, and who's accepted, declined, or hasn't responded to the meeting invite.



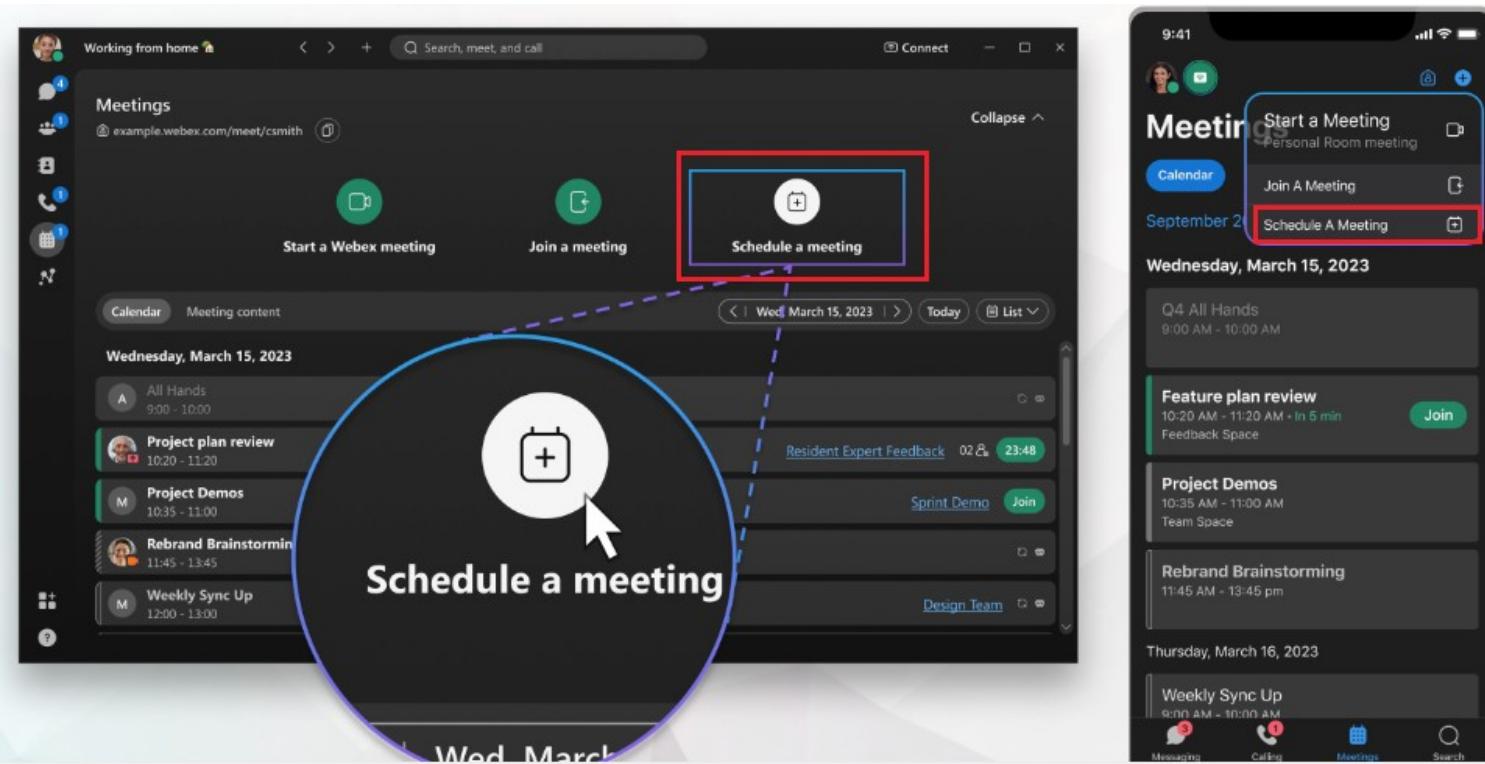
<https://help.webex.com/en-us/article/nkb6gsk/Webex-App-%7C-View-upcoming-meetings>

simultaneously contacting bridged	The accused instrumentality practices simultaneously contacting bridged identifiers of all selected users (e.g., an e-mail address of invited participants) at said predetermined time (e.g., a scheduled time for a meeting) absent any action by any selected user (e.g., an
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identifiers of all selected users at said predetermined time absent any action by any selected user;

invited participant).

As shown below, an organizer schedules a meeting and invites participants by adding their e-mail address. It sends an invitation mail to the invited participants, that includes information about the virtual meeting room, start time, topic, etc. Further, a reminder mail is also sent to the invited participants at a pre-configured time.



<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>

Customize reminders in Webex Webinars

Hosts and cohosts can customize templates for reminder, thank you, and cancellation emails sent out to attendees. These customized templates can be saved in your email template library for future use, so you don't have to enter the same settings each time.

<https://help.webex.com/en-us/article/n8y6hrx/Customize-reminders-in-Webex-Webinars>

webex
by CISCO

Search for meetings and recordings

English | Sonali Pritchard ✓

Back to meeting and webinar list

Customize webinar email templates

You can view and edit email templates set up by the site administrator. The changes you make automatically apply to the existing email template.

Email format: HTML Plain text

Invitation	First reminder to attendees
Webinar invitation	Email template: Webinar invitation email template 1
Webinar in progress	Enable reminder: <input checked="" type="checkbox"/> On
Upload invitation	Reminder time: May 22, 2022
Webinar information	<input type="button" value="Apply template"/>

Reminder

Reminder to panelists

First reminder to attendees On

Second reminder to attendees Off

Other

Thank you for attending Off

Webinar cancellation

Preview

From: (example@webex.com)
Reply to: Darren Owens
Subject: Webex webinar invitation: All Hands Meeting

[Edit template](#)

 webex
by CISCO

Darren Owens is inviting you to this Webex webinar.

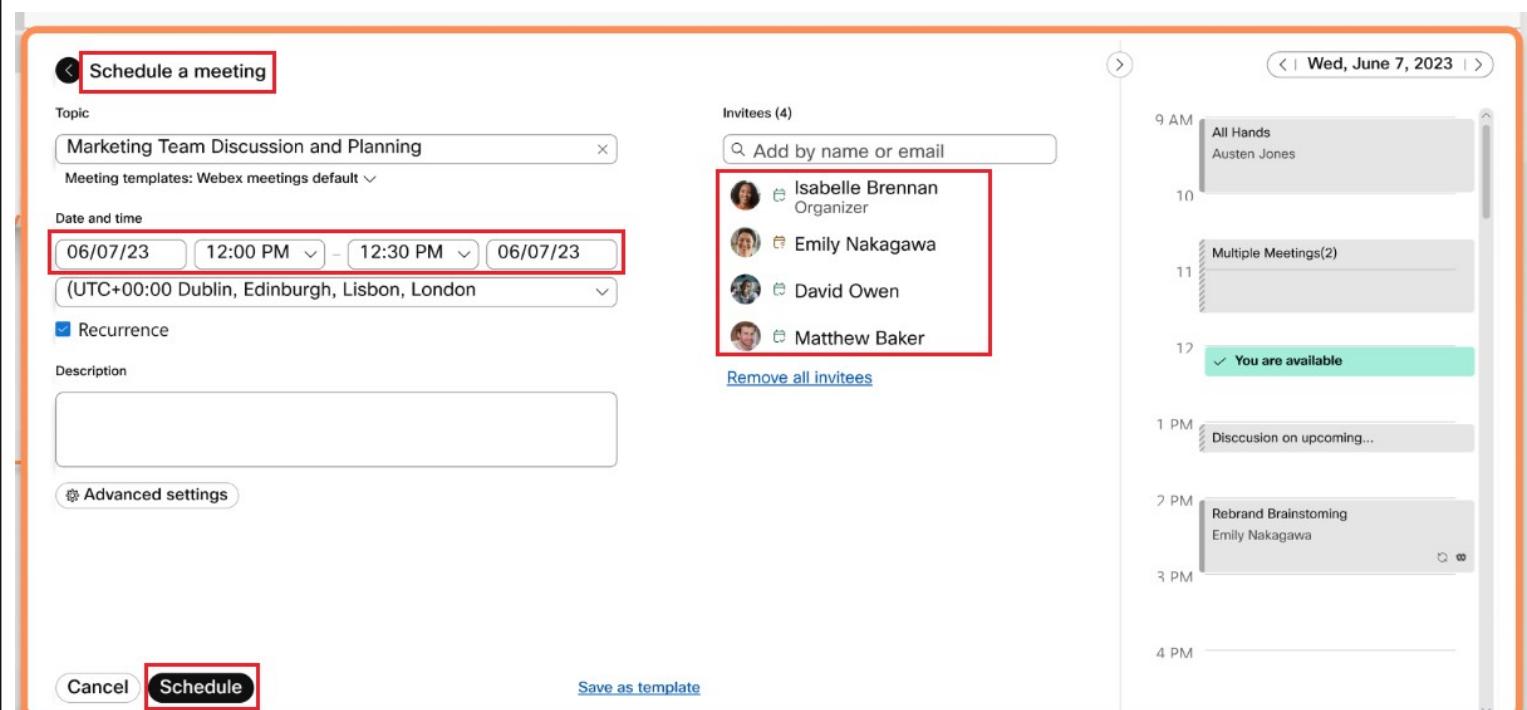
<https://help.webex.com/en-us/article/n8y6hrx/Customize-reminders-in-Webex-Webinars>

	<h2>Send a Reminder for a Scheduled Training Session</h2> <p>You can send training session notifications to attendees and presenters and to yourself from 15 minutes to 2 weeks before a scheduled training session. When you select an email message to send, you can send the default email message or choose to customize the message. For details, see About Customizing Email Messages.</p> <ol style="list-style-type: none"> 1 On the Schedule Training Session page or the Edit Scheduled Training Session page, select Email options > Edit Email Options. 2 Under Reminder, check the box next to Training Session Reminder to Attendees. 3 Select the time before a training session that you want notifications to be sent. 4 To include additional email notifications, select Add another reminder email, and then select the time before a training session that you want this reminder sent. <p> You can add up to three notification emails.</p> <p>https://help.webex.com/en-us/article/n8y6hrx/Customize-reminders-in-Webex-Webinars</p> <hr/> <ul style="list-style-type: none"> ◦ Automatic lock—Decide how long after the meeting starts to automatically lock the meeting. ◦ Registration—Select Require attendee registration to require attendees to register and receive host approval before attending the meeting. Select the detailed registration information that you require attendees to provide. Each attendee who registers will have to provide that information. ◦ Email reminder—Choose to send an email reminder 10–50 minutes before the start of the meeting. ◦ Meeting options—Select Edit meeting options and select the options that you want participants to have when the meeting begins. ◦ Attendee privileges—Select Edit attendee privileges and select the privileges that you want attendees to have when the meeting begins. <p>https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb</p>
enabling	The accused instrumentality practices enabling communication between all selected users

communication between all selected users simultaneously contacted as a group by response of each selected user to contact made utilizing the electronic identifier of the selected user at the predetermined time while maintaining anonymity of the electronic identifier of the selected user; and

(e.g., organization contacts, invited participants, etc.) simultaneously contacted as a group by response of each selected user (e.g., an invited participant) to contact made utilizing the electronic identifier of the selected user (e.g., an e-mail address of an invited participant) at the predetermined time (e.g., a scheduled time for a meeting) while maintaining anonymity of the electronic identifier (e.g., an e-mail address) of the selected user (e.g., an invited participant).

As shown below, an organizer schedules a meeting and invites participants by adding their e-mail address. It sends an invitation mail to the invited participants, that includes information about the virtual meeting room, start time, topic, etc. A participant can click on the invitation e-mail link to join the scheduled meeting. During the meeting, names of participants are displayed on the screen while maintaining anonymity of the e-mail address.



<https://help.webex.com/en-us/article/xm3o0v/Schedule-a-meeting-from-User-Hub>

Once you schedule your meeting, the people you invited get an email sent to them automatically to let them know. If you edit the invite or cancel it, a new email is sent to everyone invited so they stay up to date.

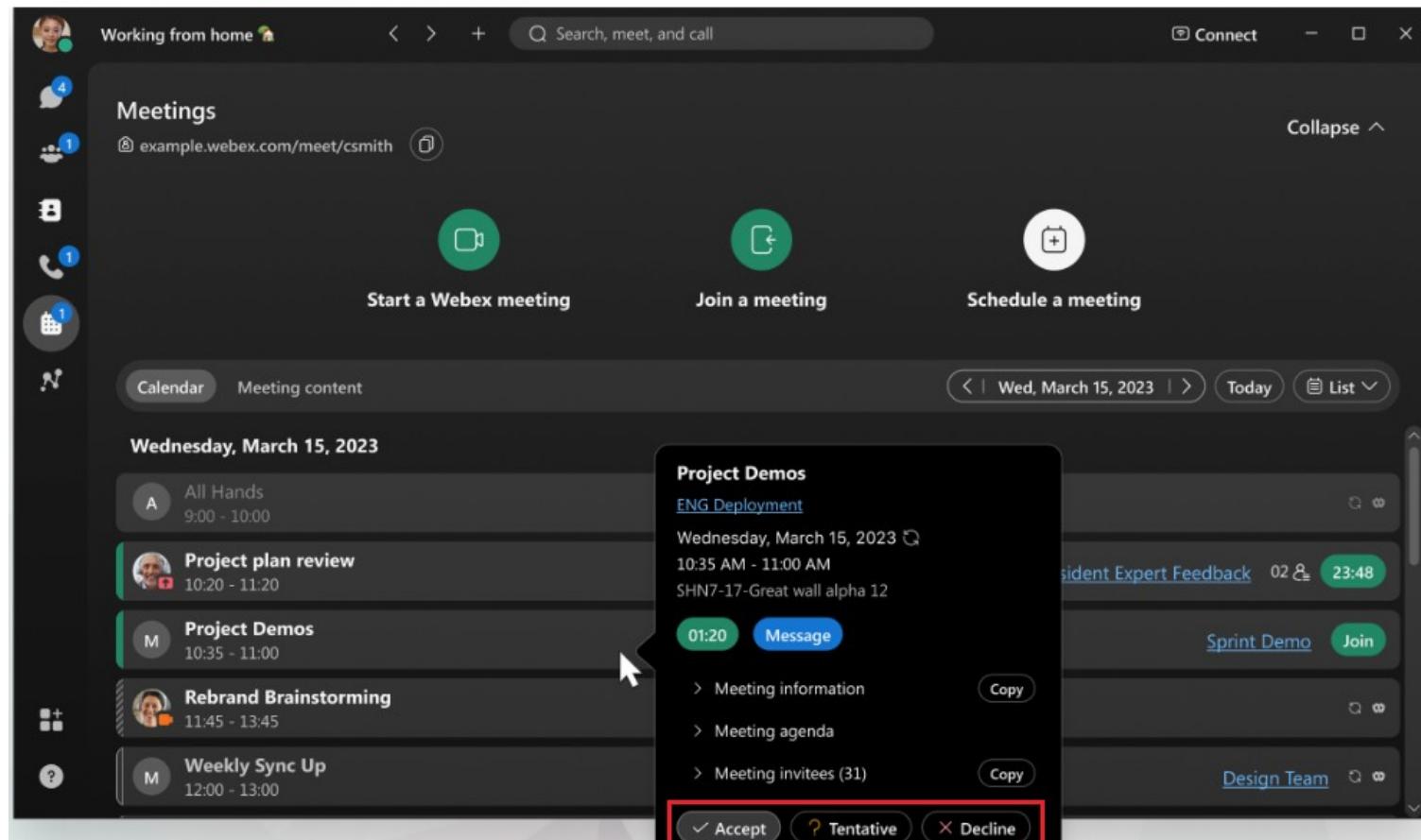
- 1 Sign in to [Webex](#), click **Meetings > Schedule**.

 If you've saved [meeting templates](#) before, you can select one from the **Meeting templates** drop-down list.

- 2 Select a **Meeting type** from the drop-down list, if your account has more than one associated with it. Meeting types are the default or customized sets of meeting features available for your organization.
- 3 Enter a name for the meeting in **Meeting topic**, add or change the **password**, if necessary, and select the **Date and time** for your meeting.
- 4 You can set the meeting to repeat by checking the **Recurrence** check box. You can schedule your meeting to happen daily, biweekly, monthly, and more.
- 5 In the **Attendees** section, enter the email address of the people you're inviting. The **Attendees** field suggests people who you've invited before, existing accounts on your Cisco Webex organization, and contacts in your address book. If the person has a host account in your organization, you can make them an alternate host by clicking  next to their name.

https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb

- 2 Select a meeting to view the meeting information, such as the date, time, recurrence, location, organizer or host, meeting link, and who's accepted, declined, or hasn't responded to the meeting invite.



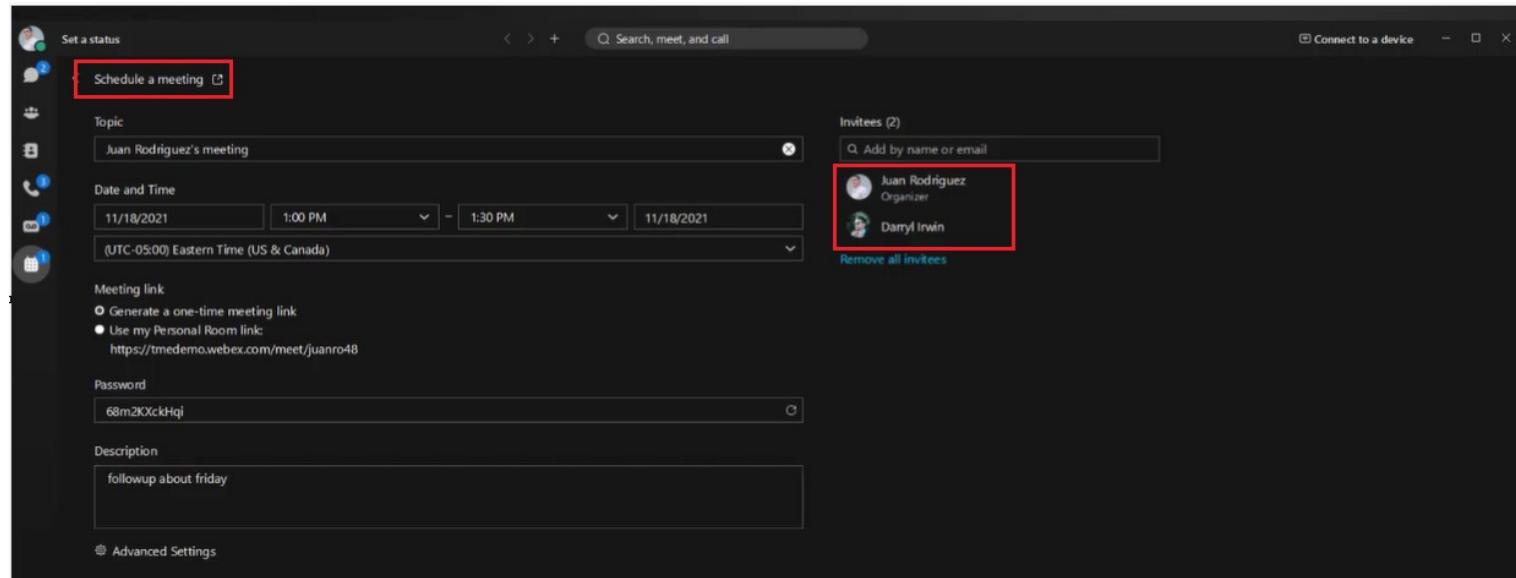
<https://help.webex.com/en-us/article/nkb6gsk/Webex-App-%7C-View-upcoming-meetings>

If you're using Hybrid Calendar, you can accept, accept tentatively, or decline an invitation to a meeting that you're invited to from the **Meeting Details**.

For a meeting associated with a space, you can join the meeting directly from the **Meeting Details**. If you want to let everyone know that you're running late or want to add an agenda item, just click **Message** or the space name (in blue).

For meetings scheduled using your Webex site, the participant list only shows your name if you're the host and created the meeting, or the list will show the host and you, if you're invited by the host to the meeting.

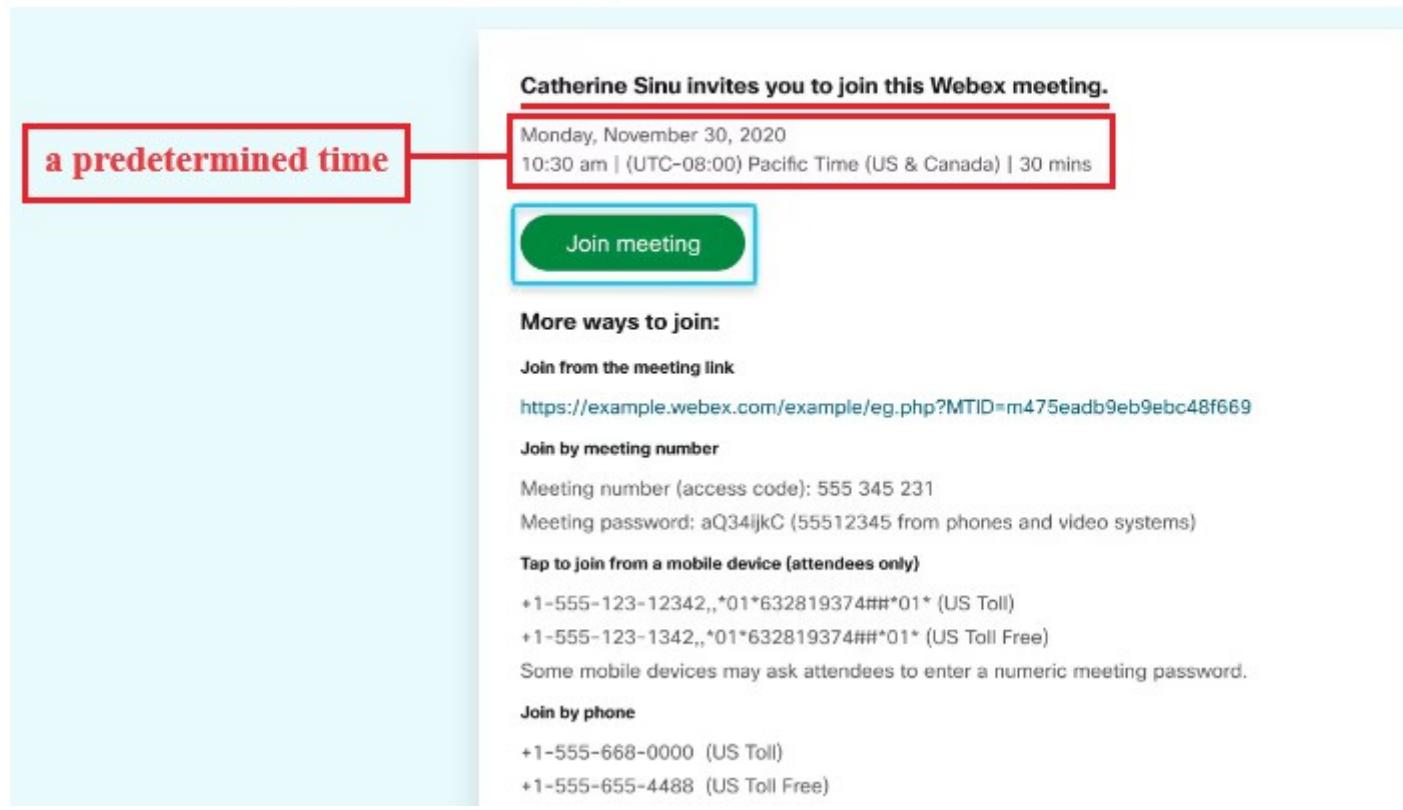
<https://help.webex.com/en-us/article/nkb6gsk/Webex-App-%7C-View-upcoming-meetings>



<https://www.youtube.com/watch?v=PFn8DNQbzml>

1

Open your email invite, and click **Join meeting**. If you don't have a meeting invite, [contact your meeting host](#).



<https://help.webex.com/en-us/article/nrbgeodb/Join-a-Webex-Meeting>

The image shows a Webex video conference interface. On the left, there is a grid of video feeds for ten participants. The participants are:

- Clarissa Smith (highlighted with a red box)
- Henry Riggs (highlighted with a red box)
- Isabelle Brennan (highlighted with a red box)
- Sofia Gomez (highlighted with a teal box)
- Marise Torres (highlighted with a red box)
- Umar Patel (highlighted with a red box)

On the right, there is a sidebar titled "Participants (10)". It lists the participants under two categories: "In the meeting (8)" and "Not in the meeting (2)". The "In the meeting" list includes:

- Clarissa Smith (Host, me)
- Umar Patel (Presenter)
- Austen Baker
- Henry Riggs
- Isabella Brennan
- Marise Torres
- Sofia Gomez
- Murad Higgins

The "Not in the meeting" list includes:

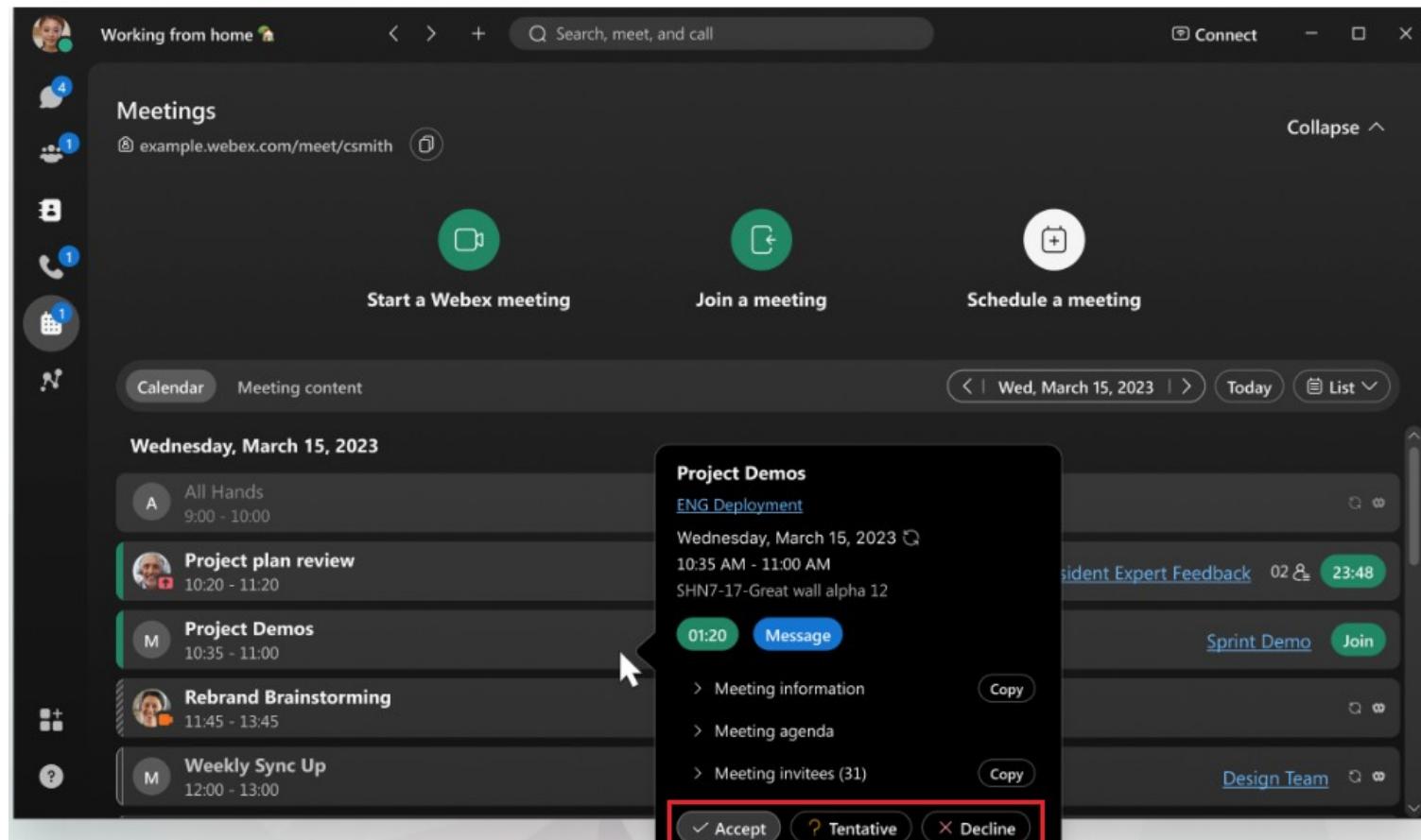
- Emily Nak
- Austen Baker

At the bottom of the sidebar, there are buttons for "Mute all", "Stop video", "Share", "Record", and a close button.

<https://help.webex.com/en-us/article/ntfaid0/Webex-App-%7C-Manage-participants-in-your-meeting>

	<p>If you're using Hybrid Calendar, you can accept, accept tentatively, or decline an invitation to a meeting that you're invited to from the Meeting Details.</p> <p>For a meeting associated with a space, you can join the meeting directly from the Meeting Details. If you want to let everyone know that you're running late or want to add an agenda item, just click Message or the space name (in blue).</p> <p><u>For meetings scheduled using your Webex site, the participant list only shows your name if you're the host and created the meeting, or the list will show the host and you, if you're invited by the host to the meeting.</u></p> <p>https://help.webex.com/en-us/article/nkb6gsk/Webex-App-%7C-View-upcoming-meetings</p>
precluding contacted nonresponsive selected users from communication with said group unless subsequently authorized after said predetermined time.	<p>The accused instrumentality practices precluding contacted nonresponsive selected users (e.g., automatically locking meeting for late attendees) from communication with said group unless subsequently authorized after said predetermined time (e.g., a scheduled time for a meeting).</p> <p>As shown below, an organizer schedules a meeting and invites participants by adding their e-mail address. It sends an invitation mail to the invited participants, that includes information about the virtual meeting room, start time, topic, etc. A participant can click on the invitation e-mail link to join the scheduled meeting. It also allows the organizers to view who's accepted, declined or responded as tentative to the meeting invite.</p> <p>Cisco Webex provides organizers to automatically lock meeting for late attendees such that if an invited participant is late to the scheduled meeting, they cannot join the meeting. Further, it automatically locks the meeting after the meeting starts and the non-attendees are displayed on the participant's panel.</p>

- 2 Select a meeting to view the meeting information, such as the date, time, recurrence, location, organizer or host, meeting link, and who's accepted, declined, or hasn't responded to the meeting invite.



<https://help.webex.com/en-us/article/nkb6gsk/Webex-App-%7C-View-upcoming-meetings>

The image shows a Webex video conference interface. At the top, there are three status indicators: 'Webex' (blue), 'Meeting info' (blue), and 'Show menu bar' (grey). Below these are several control buttons: a magnifying glass icon, a volume icon, a brightness icon, and a 'Layout' button.

The main area displays six participant video feeds in a grid:

- Top-left: Clarissa Smith (purple shirt)
- Top-right: Henry Riggs (blue shirt)
- Middle-left: Isabelle Brennan (orange shirt)
- Middle-right: Sofia Gomez (pink jacket, highlighted with a teal border)
- Bottom-left: Marise Torres (white shirt)
- Bottom-right: Umar Patel (blue shirt)

Below the video grid are several control buttons: 'Mute' (muted), 'Stop video' (video off), 'Share' (blue), 'Record' (red), and other small icons.

To the right is a sidebar titled 'Participants (10)'. It lists ten participants under two categories:

- In the meeting (8):**
 - Clarissa Smith (Host, me)
 - Umar Patel (Presenter)
 - Austen Baker
 - Henry Riggs
 - Isabelle Brennan
 - Marise Torres
 - Sofia Gomez
 - Murad Higgins
- Not in the meeting (2):**
 - Emily Nak
 - Austen Baker

Hand-drawn annotations highlight specific areas:

- A red box highlights the 'Not in the meeting (2)' section.
- A blue circle highlights the 'Austen Baker' entry in the 'Not in the meeting' list.
- A blue arrow points from the bottom of the 'Not in the meeting' list towards the bottom right corner of the screen.

At the bottom of the sidebar, there are buttons for 'Mute all' and 'Unmute all'.

At the very bottom of the interface, there is a URL: <https://help.webex.com/en-us/article/ntfaid0/Webex-App-%7C-Manage-participants-in-your-meeting>



Lock your meeting shortly after the scheduled start time by selecting “Lock Meeting” from the Meeting menu at the top of the application window. Late arrivers? No problem – you can easily admit them from the lobby. (The lobby feature is only available for your personal room.)

https://www.webex.com/content/dam/webex/eopi/assets/webexcovid19/rapid_deployment_guide/Hold_secure_meetings_Host.pdf

Lock or unlock your Webex meeting

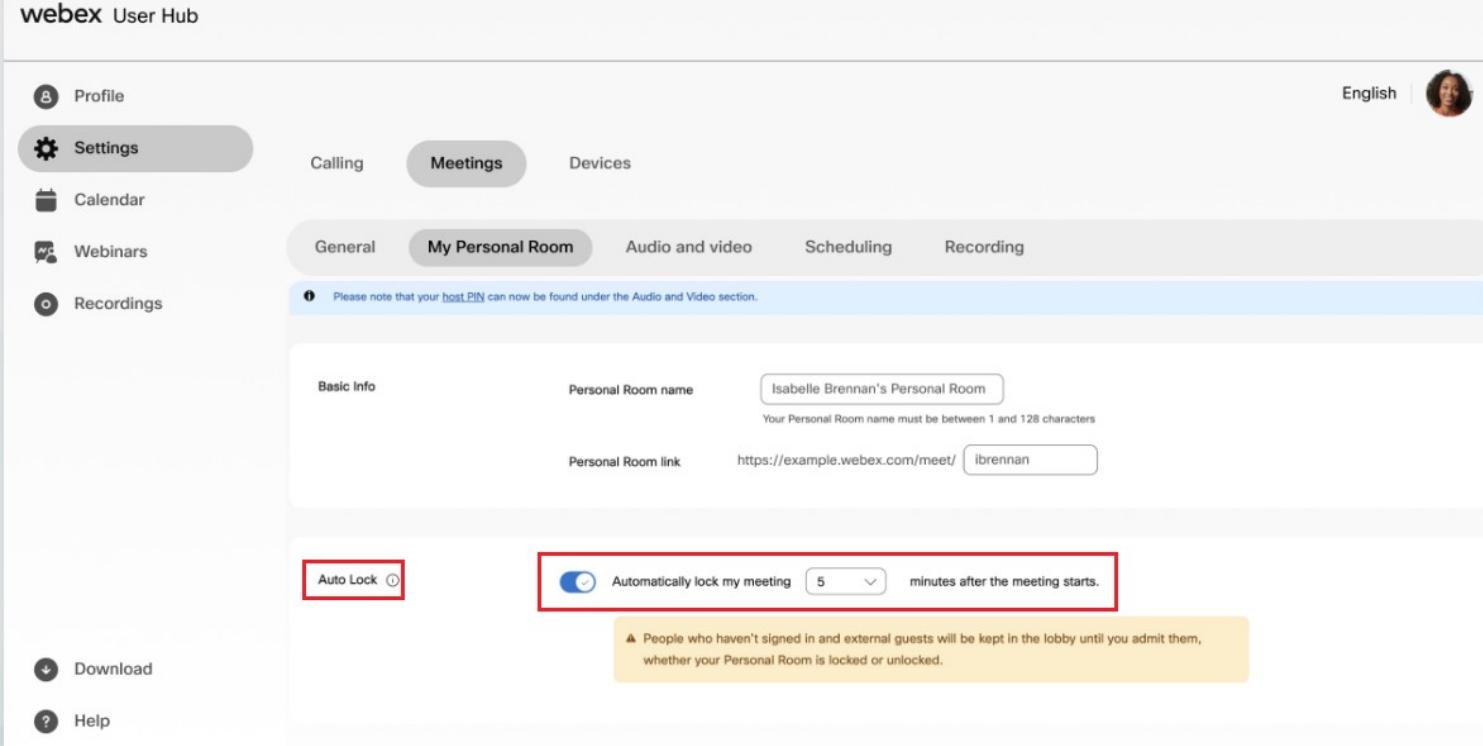
Lock your Webex scheduled and Personal Room meetings to keep uninvited people from joining. If you don't lock your Personal Room, anyone can enter it with your Personal Room URL.

Your Personal Room meetings lock by default. When you lock your meeting, it prevents more attendees from joining until you admit them. You can lock or unlock the meeting at any time while the session is in progress. If you have back-to-back meetings or need privacy in your Personal Room, lock the room.

When you lock the meeting:

- No one can enter the meeting until you unlock it.
- You see a list of all attendees waiting in the lobby. The list indicates who has signed in and who hasn't. Choose who to allow into the meeting.
- Anyone who already joined the meeting, including the host, can't call in to connect to the meeting audio. They can still use their computer for audio, or have the meeting call them.

<https://help.webex.com/en-us/article/vjfafi/Lock-or-unlock-your-Webex-meeting>



The screenshot shows the webex User Hub interface. The top navigation bar includes 'Profile', 'Settings' (which is selected), 'Calling', 'Meetings' (selected), 'Devices', 'Calendar', 'Webinars', 'General', 'My Personal Room' (selected), 'Audio and video', 'Scheduling', and 'Recordings'. A message at the top states: 'Please note that your host PIN can now be found under the Audio and Video section.' The 'Basic Info' section shows 'Personal Room name' set to 'Isabelle Brennan's Personal Room' and 'Personal Room link' set to 'https://example.webex.com/meet/ibrennan'. Below this, there are two buttons: 'Auto Lock' and 'Automatically lock my meeting'. The 'Automatically lock my meeting' button is highlighted with a red box and a dropdown menu showing '5 minutes after the meeting starts'. A yellow callout box provides a note: '⚠ People who haven't signed in and external guests will be kept in the lobby until you admit them, whether your Personal Room is locked or unlocked.' At the bottom left are links for 'Download' and 'Help'. A red box highlights the heading 'Automatically lock your scheduled meeting'.

<https://help.webex.com/en-us/article/njvqg5x/Set-your-Personal-Room-preferences>

Automatically lock your scheduled meeting

Set your locked meeting options when you schedule your meeting. Choose the behavior for people joining the meeting who you didn't receive a meeting invite, and choose whether to lock the meeting automatically after it starts. You can choose from 0, 5, 10, 15, or 20 minutes. By default, the meeting locks after 5 minutes.

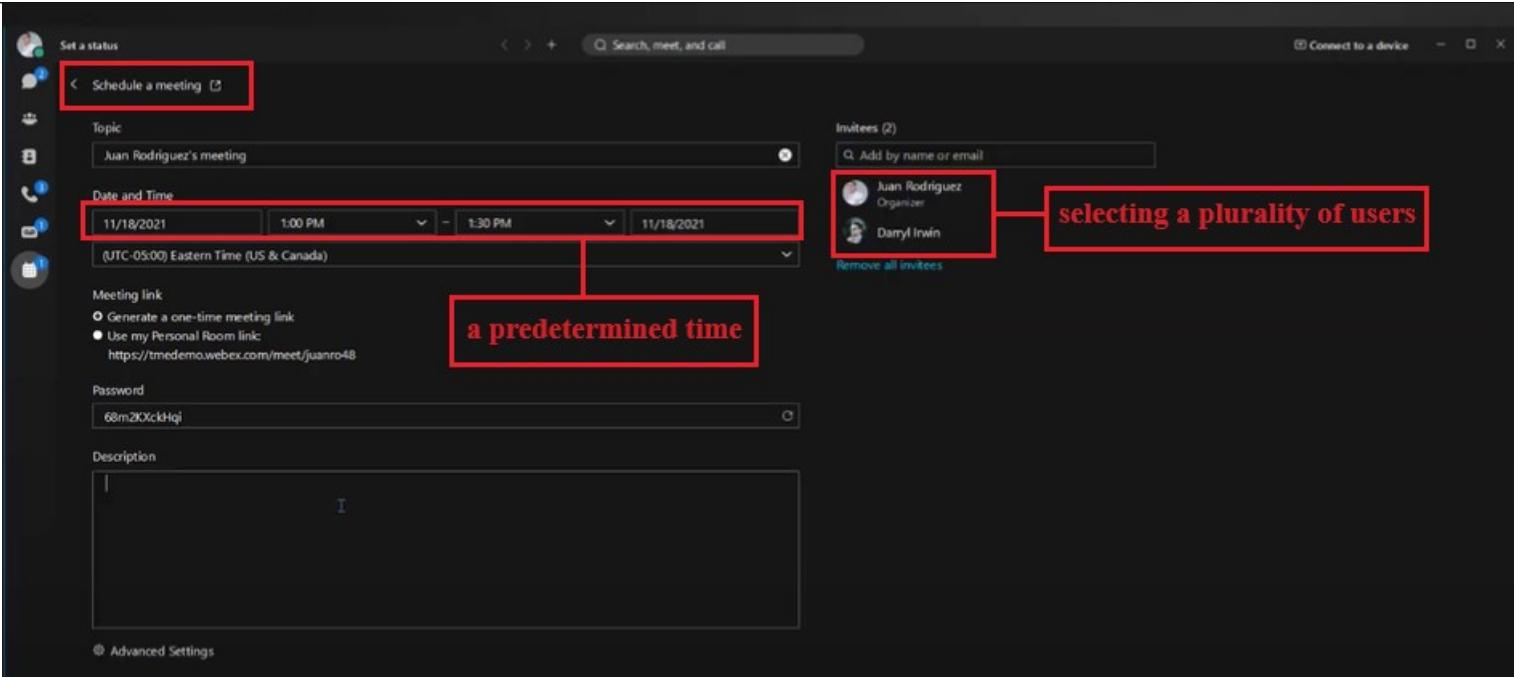
<https://help.webex.com/en-us/article/vjfafi/Lock-or-unlock-your-Webex-meeting>

- **Automatic lock**—Decide how long after the meeting starts to automatically lock the meeting.
- **Registration**—Select **Require attendee registration** to require attendees to register and receive host approval before attending the meeting. Select the detailed registration information that you require attendees to provide. Each attendee who registers will have to provide that information.
- **Email reminder**—Choose to send an email reminder 10–50 minutes before the start of the meeting.
- **Meeting options**—Select **Edit meeting options** and select the options that you want participants to have when the meeting begins.
- **Attendee privileges**—Select **Edit attendee privileges** and select the privileges that you want attendees to have when the meeting begins.

https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar#task_s32_ckt_4nb

The screenshot displays the Webex App interface. On the left, there's a sidebar with icons for messaging, calls, and meetings. The main area shows a calendar for Wednesday, March 15, 2023, with several scheduled meetings listed. A large circular callout highlights the central 'Schedule a meeting' button, which is overlaid with a blue circle and a white cursor icon pointing at it. Above this button is another button labeled 'Schedule a meeting' with a red rectangular highlight. To the right, a mobile phone screen shows the same interface, with the 'Schedule A Meeting' option also highlighted with a red box.

<https://help.webex.com/en-us/article/wy517z/Webex-App-%7C-Schedule-a-meeting-from-the-meetings-calendar>



<https://www.youtube.com/watch?v=PFn8DNQbzml>

As shown below, for a scheduled meeting, an organizer sets automatically locking the meeting 15 mins after the meeting starts.

